

**KENTUCKY
PERSONNEL
CABINET**

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THOMAS B. STEPHENS
SECRETARY

MEMORANDUM

PERSONNEL MEMO 18-05

TO: Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary



DATE: June 26, 2018

SUBJECT: Personnel Restrictions

In continuance of Personnel Memo 16-19, the following personnel restrictions remain in effect to assist Cabinets and Agencies in meeting budgetary restrictions:

1. Employees, with supervisory approval, may work more than 40 hours per week in order to ensure the delivery of critical public services, to maintain life safety operations, or to meet critical deadlines. Please note that approval of overtime may result in the employee's compensatory leave balance reaching or exceeding 240 hours, which could produce a "Block 50" payment to the employee.
2. The payment of "discretionary" Block 50 payments to employees whose compensatory leave balances reach 150 to 239.99 hours continues to be suspended.
3. The salary adjustments of existing employees based upon a new appointment shall be reviewed and adjusted in accordance with 101 KAR 2:034, Section 1. Agencies shall not adjust salaries for employees that do not have similar combinations of education and experience as set forth in 101 KAR 2:034, Section 1.
4. Employees, except those in policy-making positions, who have a compensatory leave balance at or above 100 hours, shall utilize compensatory leave before annual leave, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward pursuant to 101 KAR 2:102 and 101 KAR 3:015.

Thank you for your attention to these matters. If you have any questions, please contact Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at (502) 564-7571.